



Cincinnati Police Department STAFF NOTES

January 10, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



Personnel Section

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1. PROMOTIONAL EXAM ASSESSOR FOR OUTSIDE AGENCIES

On occasion, the Police Department receives requests from other police agencies for assessors for promotional examinations. The turnaround time on these requests is usually a very short period. Therefore, a pool of assessors has been established annually.

Anyone from the rank of lieutenant or above who wishes to be placed on the assessor pool list, or who wishes to remain on the list, must submit a Form 17 to the Police Chief no later than Friday, January 20, 2006. Personnel Section will coordinate the assessor pool.

2. ANNUAL DRIVER'S LICENSE VERIFICATION

In accordance with Administrative Regulation #31 and Procedure 12.030, Vehicles: Assignment, Use, and Maintenance, each January district/section/unit commanders will ensure a QD (query driver's license) computer check is completed on all sworn and non-sworn employees under their command. Districts/sections/units are to photocopy the Driver's License Verification Form [attached](#) to these Staff Notes and complete the operator's license information on the form.

Once completed, retain a file copy and forward the original Driver's License Verification Form(s) to Police Personnel Section by January 31, 2006.

3. 2006 ASSIGNMENT REPORT SCHEDULE

[Attached](#) to these Staff Notes is the 2006 Assignment Report Schedule with the due dates for the districts/sections/units to submit their assignment changes to Police Personnel Section.

4. 2005 SWORN PERFORMANCE EVALUATIONS

All sworn Forms 448, Police Department Performance Reports, must be received by Police Personnel Section **on or before January 30, 2005.**

The inclusive dates of this rating period will be January 1, 2005, to December 31, 2005. All districts/sections/units will receive an Assignment Report, from Police Personnel Section, indicating the sworn officers who need an annual evaluation. All districts/sections/units will also receive a list for personnel having a rating period other than January 1, 2005, to December 31, 2005, due to transfer, probation, etc. **Those personnel who do not need a performance evaluation at this time will not appear on either list.**

To comply with a conciliatory agreement between the City of Cincinnati and the U.S. Equal Employment Opportunity Commission under the Americans with Disabilities Act, **usage of sick leave can be mentioned on the evaluation, but the reason for the leave must not be cited.**

To eliminate errors that have occurred in the past, each rater should read the new Police Performance Evaluation Rating Manual for sworn personnel. Raters should give special attention to the benchmarks when completing the rating forms.

Please follow the directions listed below when completing the Form 448:

1. All rating forms must be typed. The new Form 448 Performance Report can be found on the Department computer. To access this form, open the Word application, select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 448. Both raters will use the same Form 448 so all original signatures appear on one form.
2. All Performance Reports must have the officer's **five-digit Employee number** in Block 6.

Type "A" (Annual) in the "TYPE" block for employees whose rating dates are 1/1/05 through 12/31/05.

Type "S" (Special) in the "TYPE" block for employees whose rating dates are other than 1/1/05 through 12/31/05.

The six-digit "PERFORMANCE DATE" is **12/31/05**. **Before entering** the "inclusive dates of rating period" (Block #7), check the list provided by Police Personnel Section for officers with dates other than 1/1/05 - 12/31/05.

In blocks 9, 10, and 11 type the Reviewer's and Rater's names and include their five-digit Employee numbers.

3. Employees will sign the Form 448 along with the rater and reviewer.
4. Forward the original, signed Form 448 to Police Personnel Section. If there **is an addendum, please send the original addendum and an additional copy.**
5. **DO NOT MARK ANY SCORES IN BLOCK 3 (overall score) and BLOCK 4 (points).**
6. Immediate supervisors should complete ratings with the next level supervisor being the reviewer. A sergeant and lieutenant could be the raters and a captain the reviewer. Most employees should be rated by two supervisors.
7. In the "GENERAL REMARKS SECTION", raters should make comments according to the Rating Manual on high and low scores. Raters are encouraged to make comments under Sections 12a, 12b, and 12c.
8. The **Overall Score of Rater 1 and Rater 2** should be in whole numbers, i.e., 8, 10, 12, 15, etc.

5. DAMAGE CLAIM CARDS

The City Solicitor's Office is requesting claim information cards be stocked in all Department vehicles. Claim information cards instruct citizens on how to file a claim with the City. Claim information cards should be given out at an incident or accident where the City of Cincinnati may have liability. Employees should not make statements regarding liability when presenting the claim information card. Employees should simply advise the recipient that submitting the claim information card will initiate a review of the claim by the City Solicitor's Office. Each district/section/unit is responsible for sending a representative to the Supply Unit to pick up the claims cards.

6. REVISION TO INVESTIGATIONS MANUAL AND NEW FORM 607A, WITNESS PREPARATION FORM

Revisions have been made to the Investigations Manual. The first is the addition of section 12.0.0, Standardized Case Preparation. All investigative case jackets will now be formatted in the same way. The standard layout provides for accuracy and ease of information retrieval should the case be reopened in the future.

The second revision is in section 8.1.0, Lineups. Department personnel will now conduct photographic lineups in a uniform manner. The photographic "six-pack" will no longer be used. Witnesses will be shown the photographs sequentially, one at a time. Officers are also required to show each witness the new Form 607A, Witness Preparation Form, prior to the showing of any live or photographic lineup.

These changes were reviewed and approved by the Hamilton County Prosecutor's Office and are in effect immediately.

The revised Investigations Manual can be found on the Intranet and the Department website.

To access the Form 607A, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 607A.

7. REVISION TO PROCEDURE 12.270, IMPOUNDING, REMOVING AND RELEASE OF VEHICLES

Procedure 12.270, Impounding, Removing and Release of Vehicles, has been revised. The recent amendment in Chapter 759 of the Cincinnati Municipal Code (CMC), allowing for the impoundment of a vehicle used in drug offenses, requires written notification of the civil offense.

When towing a vehicle under this ordinance, officers are required to complete a "Notice of Civil Offense". This fulfills the requirement of written notification to the defendant that the vehicle is subject to an additional \$500 fine.

The civil notice is a four-part, colored form. The hard copy is given to the defendant. The original, white copy goes to the Impound Lot with the Form 369, Towing Report. The pink copy goes to the Office of Administrative Hearing. The yellow copy goes to the Treasurer's Office at City Hall.

Officers must fax a copy of the notice to the Treasurer's Office in case the defendant attempts to pay the fine before the yellow copy arrives at their office. The pink copies of the notice must be taken to Office of Administrative Hearing by 1100 hours the day following the arrest.

The Notice of Civil Offense forms can be obtained at the Supply Unit.

The revised procedure is available on the Intranet and on the Department web page.

8. HAMILTON COUNTY POLICE ASSOCIATION AWARDS

On January 12, 2006, Police Specialist Leon Locke and Police Officer Richard Judon will be awarded the Hamilton County Police Association's Emil J. Otting Award for Service. [The Hamilton County Police Association's Annual Awards Banquet](#) will be held at the Embassy Suites Hotel in Blue Ash on January 12, 2006, at 6:00 P.M. In addition, the following officers will be awarded a certificate of Honorable Mention for their nominations:

Lieutenant Steve Kramer
Police Officer Tim Bley
Police Officer Cheryl Hart
Police Officer Ronald Johnson
Police Officer Howard Fox

Lieutenant Lisa Davis
Police Officer Kathy Gober
Police Officer Nathan LeRay
Police Officer Robert Pope

DRIVER'S LICENSE VERIFICATION

[illegible]

District/Section Commander's Verification

2006
ASSIGNMENT REPORT SCHEDULE

EFFECTIVE DATE	DATE DUE
01/15/06	01/12/06
02/12/06	02/09/06
03/12/06	03/09/06
04/09/06	04/06/06
05/07/06	05/04/06
06/04/06	06/01/06
07/02/06	06/29/06
07/30/06	07/27/06
08/27/06	08/24/06
09/24/06	09/21/06
10/22/06	10/19/06
11/19/06	11/16/06
12/17/06	12/14/06

12.270 IMPOUNDING, MOVING, AND RELEASE OF VEHICLES

References:

Procedure 12.205 - Traffic Enforcement
Procedure 12.215 - Cincinnati Parking Infraction (CPI)
Procedure 12.255 - Delinquent Vehicles: Impounding/Processing Delinquent Tags
Procedure 12.265 - Wrecker and Towing
Procedure 12.275 - Removal of Abandoned Junk Motor Vehicles (Public or Private Property) and Overtime Parked Vehicles
Procedure 12.420 - Reporting Vehicle Thefts and Related Offenses
Cincinnati Municipal Code (CMC) Chapter 513 - Impoundment of Motor Vehicles
CMC Section 503 - Vehicular Construction and Equipment
CMC Section 759 - Use of a Motor Vehicle to Facilitate a Prostitution or Drug Related Crime
Ohio Revised Code (ORC) - 4511.681- Parking prohibitions on private property
ORC 4513.60 - Abandoned Vehicles

Purpose:

Determine when vehicles may or may not be impounded and/or released.

Establish accountability for safeguarding property contained in impounded vehicles.

Information:

The Impound Unit, located at 3425 Spring Grove Avenue, is open 0630 to 2130 hours seven days a week.

Procedure:

- A. Impoundment of Vehicles Outside Impound Unit Business Hours
 - 1. Using a supervisor approved move-only, tag and move to a non-hazardous location, any vehicle parked in violation and creating a hazard.
 - 2. Do not tow delinquent vehicles when the Impound Unit is closed.
 - a. If the vehicle is occupied, drive it to the district and hold it while the owner pays the citation(s) or posts the required bond for the delinquent tags.
 - b. If parked, cite the vehicle for any current violation. Make a blotter entry noting the location of the vehicle for follow up.
 - 3. Do not tow vehicles bearing tags expired more than 30 days when the Impound Unit is closed.

4. Tow vehicle recoveries to a designated private storage facility, initiating a Signal 38, if it is not possible to release the vehicle to the owner at the scene.
5. Provide the district desk person with a completed Form 369, Towing Report, whenever a vehicle is held at a district. Make a blotter entry for first shift to have the vehicle towed.

B. Impoundment Guidelines

1. A police officer may impound any motor vehicle which is:
 - a. Stolen.
 - b. Parked in violation of the law.
 - c. Involved in a motor vehicle crash.
 - d. Declared delinquent because of two or more parking infractions in which judgments or default judgments have been filed with the Clerk of the Hamilton County Municipal Court pursuant to Cincinnati Municipal Code (CMC) Section 515-7.
 - e. Not displaying license plates.
 - f. Blocking ingress or egress to a street, alley, roadway, driveway, parking facility, or loading facility.
 - g. In the possession of a physically arrested person.
 - h. Driven by a person under the influence of alcohol, drugs, or a combination thereof.
 - i. Under the control of a person who requests impoundment for safekeeping.
 - j. Held for evidence or investigation with the approval of a supervisor.
 - k. Driven by an owner who is under suspension.
2. Officers will tow any vehicle used to facilitate a prostitution or drug related crime pursuant to CMC Chapter 759 when probable cause exists to make a physical arrest.
3. With the exception of vehicles towed pursuant to CMC Chapter 759, do not impound the motor vehicle of a physically arrested person or a first offender OVI arrest if:
 - a. The owner/driver allows the officer to safely and legally park the vehicle.
 - b. The vehicle is not needed for evidence.

- c. The driver arranges for someone to take custody of his vehicle.
- 4. Do not leave vehicles on expressways.
 - a. Officers may allow the owner/driver 1 hour for the removal of vehicles that are mechanically disabled but not in a hazardous location.
- 5. If unable to release a stolen vehicle to the owner, complete a Form 303, Motor Vehicle Incident Report, and Form 369.
 - a. Process all copies of the Form 303 and forward the original to Records Section.
 - b. Fax the Form 369 to the Impound Unit at line 352-3998, as soon as possible.
 - 1) Give the yellow copy of Form 369 to the wrecker driver.
 - 2) The pink copy of Form 369 is retained at the district.
 - 3) Mail the original white copy of Form 369 to the Impound Unit using interdepartmental mail.
- 6. For all other tows, the original Form 369 will accompany the vehicle to the Impound Unit.
- 7. The owner of any vehicle impounded under CMC Section 513-1, Impoundment of Motor Vehicles, must be notified personally or by regular mail sent to the last known address of the registered owner.
 - a. Impounding officers will attempt to notify the vehicle owner in person or by phone and note same on the Form 369. If officers are unable to make notification, they will record any relevant information that would help Impound Unit personnel make the notify.
 - 1) After towing to the lot, Impound Unit personnel will be responsible for notifying the owner.
 - b. The notification will include the:
 - 1) Reason for impounding and the location where the vehicle was towed.
 - 2) Procedure for obtaining release of the vehicle.
 - 3) Basic charges for impound and storage according to current posted rates.
- 8. Owners are responsible for towing charges on all tows to the Impound Unit. Impound Unit personnel can release, without charge, vehicles legitimately disabled and impounded to help the flow of traffic.

9. Failure to obtain release of the motor vehicle within 20 days of impound may cause it to be salvaged or sold at auction.
10. The towing officer will inventory the vehicle and the contents of any vehicle taken to the district (see Procedure 12.265). Do this even though someone may be responding to pick up the vehicle.

C. Impounding Vehicles

1. The driver/owner is arrested and the vehicle has to be impounded:
 - a. A supervisor must approve the impound.
 - 1) Supervisors do not need to approve vehicle tows when the driver is arrested under CMC Chapter 759.
 - b. Tow or drive the vehicle directly to the Impound Unit during normal business hours using the Form 369.
 - c. If the vehicle is towed or driven to the district, notify the Impound Unit to remove it by wrecker on the next day.
2. Vehicles towed for CMC 759 violations:
 - a. Operators arrested for violations of CMC 759 must be given a written "Notice of Civil Citation".
 - 1) The hard copy of the "Notice of Civil Citation" is given to the defendant.
 - 2) The pink copy goes to the Office of Administrative Hearings.
 - a) These copies must be delivered by 1100 the day following the arrest via interdepartmental mail.
 - 3) The yellow copy goes to the Treasurer's Office at City Hall, via interdepartmental mail.
 - a) Officers must fax a copy to the Treasurer's Office (352-6984) in the event the defendant attempts to pay the civil fine before the copy of the citation arrives at their office.
 - b. Complete a Form 369. Indicate in the "Reason for Towing" and "Comments" blocks the operator was arrested for the CMC 759 violation.
 - c. Provide the wrecker driver with the Form 369 and attach a copy of the Form 527, Arrest and Investigation Report, and the original (white) copy of the "Notice of Civil Citation".

3. Operating a vehicle under the influence (OVI) and driving while under suspension (DUS).
 - a. Tow a vehicle for pretrial seizure in all cases of DUS except the following:
 - 1) When charging the driver with DUS 4510.037J.
 - a) Points suspensions (12 or more points).
 - b) Status – “Suspended”.
 - 2) When charging the driver with DUS 4510.21.
 - a) Suspensions with time limits/dates that are expired.
 - b) Driver failed to pay fines/fees required to reinstate license.
 - c) Status – “Failure to Reinstate”.
 - b. Tow vehicles subject to forfeiture when any of the following apply to the operator:
 - 1) Operating a vehicle which has been ordered immobilized.
 - 2) Arrest for OVI with three previous convictions within six years.
 - 3) Arrest for wrongful entrustment with one previous conviction (no time limit).
 - 4) Arrest for FRA suspension with two previous convictions within five years.
 - 5) Arrest for OVI suspension with two previous convictions within six years.
 - c. Complete Form BMV-2255 (ALS) and Form 369.
 - d. Inform Police Communications Section (PCS) whether the vehicle is being towed for pretrial seizure or is subject to forfeiture.
 - 1) Towing companies will tow vehicles held for pretrial seizure and those subject to forfeiture to the Impound Unit.
4. Vehicles ordered immobilized by the courts which are not already impounded.
 - a. Records Section will distribute all Court Issued Immobilization Notices (BMV-2270) to the Patrol Bureau for action.

- 1) Districts will make reasonable attempts to locate vehicles and have them impounded.
 - 2) If the vehicle is found, initiate a Signal 38 and advise PCS the vehicle is a court ordered immobilization. These tows go to the Impound Unit.
 - a) Complete Form 369.
 - b. Patrol Bureau will return the BMV-2270 to the Records Section along with the disposition.
5. Stolen/recovered vehicles:
- a. Every effort should be made to release auto recoveries to the owner at the scene of recovery.
 - b. If the owner cannot be notified or refuses to claim the vehicle at the scene, the vehicle will be towed by a private wrecker designated for auto recoveries.
 - 1) A Signal 38 will be given to PCS to request a private wrecker be dispatched.
 - 2) A Form 369 and Form 303 will be completed by the recovering officer.
 - a) Fax Form 369 to the Impound Unit, at 352-3998, as soon as possible.
 - 1] The yellow copy of Form 369 will be given to the wrecker driver.
 - 2] The original white copy of Form 369 will be mailed to the Impound Unit using interdepartmental mail.
 - 3] The pink copy of Form 369 will be retained at the district.
 - b) All copies of the Form 303 will be turned in at the district for processing.
 - c. If the vehicle is not held as evidence, follow Procedure 12.420.
 - d. Investigations concerning recoveries will be done at the private storage facility within 24 hours of recovery.
 - 1) Location of the vehicle can be obtained from the Form 369 or PCS.
 - e. All fees for towing and storage will be charged by the private towing company.

6. Held for evidence/investigation
 - a. A supervisor must approve the impounding of the vehicle.
 - b. Tow or drive the vehicle directly to the Impound Unit, during business hours, using the Form 369.
 - c. If the vehicle is towed or driven to the district, notify the Impound Unit to remove it by wrecker on the next day.
 - d. If a coroner's case, the vehicle may be towed to the Coroner's Office, with supervisory approval. Other options include towing or driving to the district for processing and release, or towing to the Impound Unit by first shift.
 - e. Take vehicles held by specialized units (e.g., Vice, CIS) to the district with the approval of the district shift officer in charge (OIC). Specialized units will keep responsibility for disposition of the vehicle.
7. Vehicle held at the request of other authorities
 - a. If possible, contact the requesting authority.
 - b. If they can respond immediately, release the vehicle to them.
 - 1) Obtain a signed Form 330, Property Receipt, for the vehicle.
 - c. If the requesting authority cannot respond immediately and the vehicle is:
 - 1) Drivable, take it to the district and have the requesting authority respond to the district.
 - 2) If the vehicle is not drivable, it will be towed to the Impound Unit during business hours or to the district if it is outside of Impound Unit business hours. Include all pertinent information on the Form 369.
8. Vehicle unlawfully parked on a street and interfering with pedestrian or vehicular traffic:
 - a. Have the owner/driver move the vehicle immediately.
 - b. If the owner/driver is not immediately available, cite for the proper violation and tow it to the Impound Unit.
 - 1) When the Impound Unit is closed, a supervisor may approve a move-only. Issue a citation and tow to a non-hazardous location.
9. Vehicles parked on private or public property without consent of the owner:

- a. For vehicles parked on private property, or public property under the control of another non-City government agency (e.g., Board of Education, Metropolitan Housing Authority), take the following action:
 - 1) If the vehicle is obstructing driveways, loading docks, fire lanes, ingress, or egress, the officer will try to locate the owner and have the vehicle moved immediately. If unable to locate the owner, the officer will impound the vehicle. The officer will include on the Form 369 a brief investigative summary and the property owner's name who requested the vehicle removal.
 - a) If applicable, issue a citation for the proper violation.
 - 2) If the vehicle is occupying a parking space or appears to be abandoned but not blocking ingress, egress, loading dock, etc., the officer will run a computer check to see if it is stolen, wanted, etc. The officer will tow only if there is a computer hit.
 - a) Do not tow delinquent vehicles from private property.
 - 3) For vehicles on property, other than City property, and not stolen or wanted, the officer should try to find the vehicle owner to move the vehicle. The officer will advise the property owner of the towing provisions under Ohio Revised Code (ORC) Sections 4511.681 and 4513.60. If the property owner follows these guidelines, he may have the vehicle towed at the vehicle owner's expense.
 - a) For abandoned junk vehicles on private property, refer to Procedure 12.275.
 - b. For property owned or controlled by the City, including the Park Board, Recreation Department, etc., take the following action:
 - 1) If the vehicle is obstructing driveways, loading docks, fire lanes, or other ingress or egress, follow Section C.7. of this procedure.
 - 2) If the vehicle is stolen, otherwise wanted, or in violation of the law, impound it per procedure.
 - c. For unlicensed/inoperable vehicles on private property, refer to Procedure 12.275.
10. Follow Procedure 12.275 for abandoned or junk vehicles.
 11. Follow Procedure 12.255 for delinquent vehicles.

12. Vehicles wanted for hit-skip:
 - a. If an individual is cited or physically arrested for hit-skip, tow the vehicle to the Impound Unit, only if it is needed for follow-up investigation, with the approval of a supervisor.
 - b. Impound the vehicle if needed as evidence with the approval of a supervisor.
 - 1) If the driver is physically arrested, follow Section C.1. of this procedure.
 - c. Complete a Form 369. A photocopy of the Form 369 will be forwarded to the Hit Skip Squad with the OH-1.
13. Expired license plates:
 - a. Ohio/non-Ohio registration:
 - 1) Within 30 days following the expiration date, issue a citation for CMC Section 503-52 if the vehicle is moving or CMC Section 508-25 if the vehicle is parked.
 - 2) If the plate is expired more than 30 days, the vehicle may be impounded. A citation is sufficient if registration information is verified and the owner notified.
14. No license plates:
 - a. Impound the vehicle; do not issue a citation. This applies to both occupied and unoccupied vehicles.
15. Unroadworthy vehicles:
 - a. Officers will issue an Ohio Multi-Count Uniform Traffic Ticket (MUTT) using CMC Section 503-29.
 - 1) Have the vehicle towed to the Impound Unit. Do not drive or allow the vehicle to be driven.
 - 2) The Impound Unit supervisor will arrange to have the vehicle inspected by a mechanic from Fleet Services.
 - a) The mechanic will record his findings on a Form 17, noting his name, unit, and telephone line number. Unroadworthy Forms 17 are kept in a separate file at the Impound Unit. A copy of this Form 17 is also sent to the impounding officer by the Impound Unit for use in court cases.

- b) If the inspection determines the vehicle is unroadworthy, the additional towing charge and the inspection fee charged to the Department by the Municipal Garage will be passed on to the owner of the unroadworthy vehicle.
 - b. When officers are notified to respond to court about an unroadworthy vehicle charge (not guilty plea), they will contact the Impound Unit supervisor. He will notify the mechanic to appear in court to testify about the condition of the subject vehicle.
- 16. Parked vehicle involved in a vehicular crash:
 - a. If legally parked and not causing a safety hazard, do not tow.
 - b. If parked in violation or interfering with traffic, and the owner is not located, tow the vehicle to the Impound Unit as held for owner.
- 17. Follow Procedure 12.215 for street cleaning or paving violations.

D. Move-Only Tows

- 1. Use a move-only as a last resort unless an emergency situation requires immediate action. Costs for move-only tows are charged against the police budget.
 - a. Cite vehicles when violations are present.
- 2. Complete a Form 369. Be specific, complete each appropriate space.
 - a. Remain at the scene to direct the wrecker driver.
 - b. Give the white copy of the Form 369 to the wrecker driver.
 - c. The officer's immediate supervisor will review, sign, and forward the yellow copy to the Impound Unit without delay.
 - d. Note on the Form 369 if the vehicle was cited for a traffic violation.

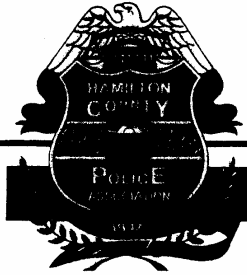
E. Mechanically Disabled Vehicles

- 1. The vehicle owner/driver is responsible for securing a wrecker for a disabled vehicle not involved in an auto accident. Instruct the owner/driver to secure a licensed wrecker of his choice.
 - a. If the position of the vehicle creates a hazard to motorists or pedestrians the officer will ensure the vehicle is removed.
 - 1) The officer will attempt to move the vehicle to a non-hazardous location with the use of push bumpers.

- 2) If the vehicle is unable to be moved the officer will remain with the vehicle and may allow the owner/driver 1 hour to secure a private wrecker.
- 3) The officer will remove the vehicle if it is determined a greater hazard would be created by allowing the vehicle to remain.
 - a) The officer will inform the owner/driver they are responsible for the wrecker payment.
 - b) The officer will instruct the wrecker driver to charge the owner/driver and not to bill the city.
- 2. Vehicles disabled due to fire will immediately be removed from the roadway by the owner/driver or impounded by the officer.
- F. Property Contained in Vehicles
 - 1. Process as required in Procedure 12.265.
- G. Damage on Vehicles:
 - 1. List as required in Procedure 12.265.
- H. Releasing Vehicles
 - 1. At the scene
 - a. Release vehicles, not needed for evidence or by other authorities, to the person with right of possession if he arrives at the scene before the wrecker driver has left the curb and entered a moving lane of traffic.
 - 1) Issue a citation for existing violations.
 - 2) Advise PCS to put the wrecker driver back on top of the rotation list.
 - 2. From Impound Unit
 - a. An owner wishing to claim an impounded vehicle must present his Certificate of Title and/or License Registration and proper identification at the Impound Unit. The Impound Unit officer will ensure the owner of the vehicle is queried for outstanding warrants prior to the release of the vehicle.
 - b. Inform owners that impound and storage fees do not include payment for any traffic citations. Traffic citations attached to the vehicle are to be processed by the vehicle's owner in the regular manner.
 - c. The Impound Unit will obtain the total impound and storage fees from the vehicle owner/driver.

- 1) Additional charges may be levied if a person fails to claim the vehicle within 24 hours, after having been personally contacted or notified by regular mail.
 - 2) Extra costs for any service necessary to impound or properly maintain the vehicle will also be added to the impound and storage fees.
 - 3) Any person whose vehicle is towed under CMC Chapter 759 will also be required to pay a \$500.00 civil fine.
 - 4) The Impound Unit accepts cash, Visa or MasterCard for payment of impound fees. No checks are accepted.
 - a) Only the person whose name appears on the credit card may use it.
- d. Inform owners with vehicles on the delinquent list that all delinquent tags must be paid or registered for court. They must present proof of such action in the form of receipts or register cards at the Impound Unit before the vehicle will be released.
- e. Releasing vehicles when the Impound Unit is closed:
- 1) Generally, vehicles are not released from the Impound Unit when closed. In unusual circumstances, the Night Chief, or in his absence the shift OIC of the involved district may authorize recall of an Impound Unit officer to release a vehicle. PCS maintains a recall list. Examples of unusual circumstances include: a vehicle impounded through error, which would reflect adversely on the public image of the Department, extreme hardships such as an out-of-town family with young or ill members, etc. Supervisors ordering such recalls should bear in mind the expense incurred from a recall.
 - 2) Vehicles driven or towed to the district may be released without charge at the district upon authorization of the Night Chief, or in his absence, the shift OIC. Send a copy of the completed Form 369 to the Impound Unit.
 - 3) A Form 17 should be made by the requesting unit supervisor showing unusual circumstances and/or reason for request.
- f. Removal from district lot
- 1) Vehicles impounded at the district when the Impound Unit is closed will be ordered towed to the Impound Unit after 0700 by notifying the Impound Unit OIC. The Impound Unit OIC will dispatch the contract wrecker or a Signal 38. If release is imminent, or a given period has been permitted for the owner to claim the vehicle from the district without imposing a towing fee, the towing may be deferred.

- 2) If a vehicle is towed to a district and again to the Impound Unit, the additional towing charge is not passed on to the owner. The owner will pay only the normal fee.
- 3) Time for calculating storage fees begins when the vehicle is actually impounded at the Impound Unit.



Hamilton County Police Association

"Cooperation In Operation"

December 21, 2005

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

I am pleased to advise you that Police Specialist Leon Locke and Police Officer Richard Judon have been chosen to receive the Hamilton County Police Association's Emil J. Otting Award for Service. Specialist Locke and Officer Judon will be notified under separate cover that they will be honored and are invited to attend the banquet as guests of the association.

Several other members of your department received nominations: Police Officers Timothy Bley, Kathleen Gober, Cheryl Hart, Nathan LeRay, Ronald Johnson and Robert Pope were nominated for the Robert Hovater Award for Valor and Lieutenants Stephen Kramer and Lisa Davis, as well as Officer Timothy Bley and Howard Fox were each nominated to receive the Hamilton County Police Associations' Emil J. Otting Service Award. We are very pleased to have received these nominations and would like to express our appreciation to the Cincinnati Police Department for the service provided to our community by these dedicated officers.

Although the above mentioned officers were not selected to receive this year's Service and Valor Awards, they are certainly deserving of an Honorable Mention. A certificate to this effect has been prepared for each officer and will be presented at the Hamilton County Police Association's Annual Awards Banquet which will be held at the Embassy Suites Hotel in Blue Ash on January 12, 2006, at 6:00 P.M. We encourage you and the nominees to attend so that we may publicly acknowledge their work.

Unfortunately, due to the non-profit financial status of this organization, we cannot provide gratis tickets to the banquet for those receiving Honorable Mentions. I have enclosed a copy of the reservation form for your convenience. If for some reason these nominees cannot attend, please let me know and I will be happy to forward their certificate to you for proper presentation.

Again, thank you for your support of the Hamilton County Police Association and we hope to see you and your award nominees on January 12, 2006.

Sincerely,

Cindy McCombs

Award Committee Chairperson

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